

CITY OF MILWAUKEE

REQUEST FOR ADVANCE RELEASE OR MAILING OF PAYROLL CHECKS

DISTRIBUTION: **ORIGINAL – Forward to City Treasurer**
COPY – Retained by Department

Department		Dept. No.	Pay Period	Date
TO THE CITY TREASURER: YOU ARE HEREBY AUTHORIZED TO RELEASE OR MAIL PAYROLL CHECKS FOR THE EMPLOYEES LISTED BELOW				
Emplid No.	Name and Address	Reason for Release	Check (X) Type of Release	
			Permanent	Temporary
APPROVING DEPARTMENT MANAGER'S SIGNATURE		Total number of checks to be released		
		or MAILED ON a temporary basis.		
MANAGER'S NAME (please print)		Title		Phone No.
<p>Department manager is responsible to assure that employee does not cash their payroll check prior to pay day at a financial institution or business. If any employee cashes their check anywhere but the City Treasurer's Office prior to pay day, requests for future early releases <u>will not</u> be honored.</p> <p>NO PAYROLL CHECK RELEASED EARLY CAN BE CASHED BEFORE PAY DAY OTHER THAN IN THE CITY TREASURER'S OFFICE.</p> <p style="text-align: center;">ALL CITY EMPLOYEES ARE ENCOURAGED TO SIGN UP FOR DIRECT DEPOSIT OF NET PAY.</p>				